



## OFFICE MEMORANDUM

**DATE:** January 17, 1997

**TO:** District Engineers  
District Field Engineers  
District M&T Engineers  
District M&T Supervisors  
District Construction Engineers  
District Office Engineers  
Resident/Project Engineers

**FROM:** Paul F. Miller Calvin Roberts  
Engineer of Construction Engineer of Materials & Technology  
Construction Division Materials & Technology Division

**SUBJECT:** Joint Construction and Materials and Technology Construction Instructional Memorandum 1997 -A  
Resident/Project Engineer Project Record Certification

The new procedures for Resident/Project Engineer Project Record Certification will be effective immediately. The eligibility criteria and review procedures are as stated in the attached Resident/Project Engineer Certification Program statement. Minimum requirements are as follows:

- ! **12 Months as a Resident or Project Engineer**
- ! **A minimum of two projects must be completed and accepted**
- ! **Participation in Project Administration Training For Newly Appointed or Non-Certified Engineers (i.e., Office Tech School)**
- ! **Recommendation by the District Field/Construction Engineer for Certification**

To implement this new certification process, a Certification Review Team will be established. The Team's responsibility will be for certification review of all Resident/Project Engineers, project records and subsequent recommendation for the certification to the Engineer of Construction and the Engineer of Materials and Technology. The team will consist of five team members:

- ! **Construction Staff Engineer 15 or equivalent**
- ! **Construction Tech 12**
- ! **Materials Tech 12**
- ! **District Office Engineer**
- ! **E D P**

The Project Record Certification Form 1117, (see attached) has also been revised. An **80 percent** Pass (P)/Fail (F) criteria will be used. This percentage will be applied to the boxes indicating P or F for the following categories: measurement per specification; proper testing and test documentation; prescribed forms completed, signed and dated. In order to be certified, the Resident/Project Engineer must pass (P) each category with 80 percent. The Michigan Department of Transportation (MDOT) certifications will be for a three year period.

For those Resident/Project Engineers earning 80-85 percent, the District Field Engineer will review staffing and procedures in order to institute changes which provide for improvement.

Resident/Project Engineers earning 95 percent and above in all categories will be properly recognized by MDOT.

#### **Local Agency Engineers**

Local Agency Engineers must be an employee of the Local Government Agency and must comply with the above. They shall have worked at least 12 months on **MDOT** oversight projects with a minimum of two projects completed and accepted and must be recommended for certification by the MDOT Field/Construction Engineer. The certification shall be for a period of two years.

Once the certification review has been completed, it will be signed jointly by the Engineer of Construction and the Engineer of Materials and Technology for approval or disapproval. The Resident/Project Engineer will be notified along with the District Field Engineer.

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Engineer of Construction

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Engineer of Materials & Technology

attachments

PFM:CR:BRH

cc:	Lansing Construction Division Engineers	Bulletin Board	MCPA
	Lansing Construction Division Technicians	P. Rang	MCA
	Engineering Services Division	T. Coleman	H. Linne
	Design Division	FHWA	P. Phaner
	OEO	MRBA	R. Knapp
	M & T Division	MAPA	R. Beckon
	G. Taylor		

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## **RESIDENT/PROJECT ENGINEER CERTIFICATION PROGRAM**

### **ELIGIBILITY CRITERIA**

Newly appointed MDOT Resident/Project Engineers shall work 12 months and Local Government Project Engineers shall work 12 months on MDOT oversight projects. (Local Government Engineers must be an employee of the Local Government Agency and must be recommended for certification by the MDOT District Field/Construction Engineer).

A minimum of two projects must be completed and accepted in order to be certified.

### **REVIEW PROCEDURE**

When the eligibility criteria has been met, the District Field/Construction Engineer will notify the Engineer of Construction in writing the name of the engineer recommended for certification. For local governments, the engineer and agency shall be stated.

The certification team will notify the engineers to be certified and set up the time and date for the review.

The review team will review a minimum of two projects. The minimum number of contract items to be reviewed will be 15. The selection ratio will be ten final and five interim items.

The items selected will be based on methods of measurement such as volume, weight, length, area, unit, etc. It will be mandatory that major items such as Earthwork, Bituminous, Concrete, and Aggregate Surfaces be reviewed and, when applicable, that one force account item be reviewed. Also, the supporting documentation for any approved extensions of time which support extensions without liquidated damages will also be reviewed. For the selected items, the project and material documentation will be reviewed to see that they meet the required specifications and that appropriate approvals for materials or specification changes are in place. In addition, the review team will review Recommendations/Authorizations for extras approved by the District or Resident Engineer and for changes of an item in excess of \$5000 to determine that the format or the explanation is consistent with the Construction Manual and Construction Instructional Memoranda.

Review of certified payrolls will no longer be a requirement by the review item, but the Resident/Project Office **must** continue to keep copies of weekly certified payrolls as part of the required project documentation.

Upon completion of the review, the review team will meet with the Resident/Project Engineer to discuss their findings. If review deficiencies are found by the review team, the engineer will be given two weeks to address any deficiencies. After the review team has been notified that the deficient items have been addressed, a follow-up review will be conducted.

Project record certification (Form 1117) will require an abbreviated response from the review team indicating that proper documentation was used, that measurements were according to

specifications, that documents were signed and dated, that documentation was identified to the project, and that all testing and acceptance of materials used were within specifications.

This will be indicated as a simple P or F (pass or fail) or NA (not applicable). Eighty percent (80%) of the boxes for each criteria (measurement per specification, proper testing and test documents and prescribed forms completed, signed and dated) checked on Form 1117 **must** indicate a passing grade (P) in order to certify a Resident/Project Engineer.

Upon completion of the review, the review team will make its recommendation to certify or not certify to the Engineer of Construction and the Engineer of Materials & Technology.

If the Resident/Project Engineer does not meet this criteria, or if he/she meets the criteria but the failing grades (F) are of major concern to the Engineer of Construction and/or the Engineer of Materials and Technology, such as proper testing and acceptance procedures, methods of measurement or computations, the Resident/Project Engineer will not be certified and all of his/her projects will be reviewed by the District Review Team for a period of one year. If the District Field/Construction Engineer feels the Resident/Project Engineer has met the certification criteria after this period of time, he/she will recommend in writing to the Engineer of Construction that the Resident/Project Engineer be reviewed for re-certification.

After approval by the Engineer of Construction and the Engineer of Materials & Technology, the Resident/Project Engineer and the District Field Engineer will be notified in writing. The MDOT Resident/Project Engineer will be certified for three years and the local agency project engineer will be certified for two years to submit final estimates without further review.

A Central Office Review team monitoring of project documentation will no longer be required by the Federal Highway Administration.